

## Position Description **Contracts Manager**

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<b>Job Title:</b>	Contracts Manager Indian Ocean
<b>Reporting to:</b>	Contracting Manager
<b>Department:</b>	Contracting
<b>Location (primary):</b>	Spain

### Job Purpose

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The role of the Contracts Manager is to achieve margin targets set by the company for regions allocated. To achieve the target number and mix of hotels, with the correct prices and availability, as defined by the Director of Contracting. You will be responsible for contracting of the Indian Ocean, experience working in this region is necessary

## Key Responsibilities.

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- Consult and agree with the Head of Contracting on the specific product requirements.
- Ensure hotels are re-contracted within specified deadlines.
- Identify 'must-have' hotels within a destination and contract where appropriate.
- Organize regular visits to local hotels to build and/or maintain relationships.
- Consult and agree with the Head of Contracting on an ongoing basis regarding deletions and additions to product.
- Negotiate added value deals, overrides and special offers.
- Cooperate with the product manager assigned to the destination
- Co-ordinate loading process with the loading team
- Regularly monitor competitor pricing and availability in line with demand.
- Liaise with yield team to ensure maximum profit, communicate peak and trough dates so they can be priced appropriately.
- Advise on preferred partner hotels in the relevant destinations, negotiate exclusive deals
- Address and resolve any standard/service level issues with suppliers.
- Ensure hotels are inspected and details (photos, amenities etc) updated on a regular basis.
- Communicate destination information regarding peak dates, trade shows, visitor information etc internally.
- Register with relevant tourist boards to gain information and to increase company profile
- Assist with group placements as necessary.
- Manage the supplier relationship throughout the period of the contract, including dealing with close out requests and book out issues and liaising with relevant departments accordingly.
- Co-operate with Health and Safety team to ensure reports are completed and up to date.
- Communicate both internally and externally in a professional manner in keeping with corporate guidelines.

## Required Experience and Knowledge

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### Essential

<b>Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Strong negotiation skills</li><li>• A solid working knowledge of Microsoft Word, Excel and Outlook</li><li>• Highly accurate with an excellent attention to detail</li><li>• Well-developed written and verbal communication skills</li><li>• Professional approach to work</li><li>• Full clean driving license</li><li>• Able to travel at short notice</li></ul>
<b>Experience, Skills and Behavioural Requirements</b>	<ul style="list-style-type: none"><li>• Fluency in English (spoken and written)</li><li>• Fluency in French (spoken and written)</li><li>• Contracting experience in the Indian Ocean, especially in the Maldives</li><li>• Team player</li></ul>

## About WebBeds.

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Launched in 2013, WebBeds is the world's fastest growing B2B travel intermediary, or 'bedbank', providing accommodation and ground product distribution services to the travel industry. We source content from travel suppliers, aggregate and merchandise that content in the WebBeds platform, then distribute it to our global network of travel trade clients, who sell to the travelling public.

**Our clients** – online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more – access the company's huge global inventory of more than 368,000 hotels (comprising 30,000+ direct contracts, 70+ integrated third-party providers and 60+ major hotel chains) through market-leading, trade-only booking websites or via simple and seamless API connectivity. In addition to hotel product, clients can also book over 5,500 transfer services in 1,200 destinations along with thousands of guided excursions and tickets for attractions.

**Our supplier partners** – global hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more – benefit from our global distribution network of over 44,000 travel companies in more than 145 source markets and are supported by a local dedicated point of contact focused on ensuring we deliver value, choice, expertise and an unrivalled level of service.

WebBeds operates global coverage through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,400 travel professionals working in 50 offices worldwide. WebBeds also operates specialist brands JacTravel DMC and Umrah Holidays International. JacTravel DMC provides tailor-made travel arrangements for offline FIT and groups traveling to the UK, Ireland and key mainland European destinations to the international travel trade. Umrah Holidays International is a genuine pioneer, providing online pilgrimage travel services to travel agencies worldwide.

Find out more about the WebBeds business at [www.webbeds.com](http://www.webbeds.com)

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